DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITIES

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. <u>Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications</u>.

PAUR ADMINISTRATIVE ASSISTANT
Role Title: Administrative and Office Specialist III
HOURLY POSITION #W0166
Pay Band 3 Level 1 Hiring Range: $11.09 - $19.10 per hour
Closing Date: May 14, 2007

Program Integrity Division. HOURLY POSITION – NO STATE BENEFITS. Limited to 1500 hours per year, typically 30 hours per week.   This position provides administrative support to the Prior Authorization and Utilization Review Section. The incumbent serves as a resource for the PAUR section managers and supervisors.   Requires considerable knowledge of office practices, procedures and equipment. Must have ability and skill using proper English grammar, spelling, and punctuation. Must be proficient using personal computer software for word processing, spreadsheets, database management, and presentations. Must have demonstrated ability to communicate effectively with diverse populations both orally and in writing. Prefer knowledge of state government policies and procedures. Requires ability to work independently, show initiative, and work as a member of a team.   Administrative experience supporting management team preferred. High school graduate with some college coursework in business administration or health administration preferred.

<u>ONLINE STATE APPLICATION REQUIRED</u>
<u>Resumes will not substitute for state applications.</u> DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing date referenced above.
FAXED, E-MAILED, OR PAPER APPLICATIONS <u>WILL NOT</u> BE ACCEPTED
Receptionist: 804-786-5408, TDD 800-343-0634
Web sites for vacancy listings
RMS: <u>http://jobs.agencies.virginia.gov/applicants/Central?search=602</u>
DMAS: <u>http://www.dmas.virginia.gov/ab-position_vacancies.htm</u>
EEO/AA/ADA